

UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

MINUTES

October 5, 2022

2:00-3:30 pm

****Zoom Meeting****

I. UCOC MAY 2022

- Attachment: *UCOC May 2022 Minutes*

➔ **APPROVED.**

II. NEW BUSINESS

A. Program Inventory Updates (Andy Stott, Vice Provost for Academic Programs)

Stott reported on the number of active programs of study and their distribution across departments and schools. He noted that roughly 25% of undergraduate enrollment is in just four of the university's majors, 50% is in just 18 majors, and the rest is in the remaining 219 majors with active enrollment. At the master's level, nearly 25% of enrollment is Computer/Data Science, 21% are in online programs, over 50% of enrollment is in programs launched within the last 10 years, and 70% of the 302 programs enroll fewer than 63 students. He estimated that USC graduates more doctoral and professional students than any other institution in the country. He noted that Johns Hopkins University is known for graduating more PhD students, but fewer professional doctorates, so USC likely has more doctoral completions with both PhDs and professional doctorates combined. In closing he added that, at the undergraduate level, enrollment is essentially at capacity and departments that would like to propose new majors must have a strategic plan with regard to enrollment because net new student enrollment should not be expected. Departments should discuss all new undergraduate programs with Vice President of Enrollment Management, Kedra Ishop.

B. CET Updates and UCOC (Chi Mak, UCOC Chair)

In light of CET being assigned ownership of the syllabus template, Mak observed that occasionally there are points of departure between what UCOC would like included on a syllabus for curriculum review and what CET instructional designers would recommend to faculty for syllabus and course design. Brian Head, Arts and Humanities Subcommittee Chair, suggested that CET is a very valuable advisory organization and a wealth of best practices which faculty should feel confident in taking advantage of, but CET is not a policy-making organization and rather UCOC is charged with providing the guidelines department must follow for curricular proposal submission. When it comes to syllabi, UCOC is should be in the position to regulate what is included for UCOC consideration, even if not in template form. John DeMartini, Curriculum Coordination Office, noted that when Academic Programs decided that CET should be the sole arbiter of the syllabus template, he replaced the template formerly posted on the Curriculum Office website with a simplified list of required syllabus elements and some explanatory text that was gleaned from the original template. This way, regardless of the template departments would like to use, department have a reference that indicates at minimum what must be included. DeMartini encouraged UCOC members to review the document and provide feedback. Diane Badame, Social Sciences Subcommittee Chair, mentioned that the Marshall School has folks in place to vet Marshall syllabi for consistency, and being able to point to resources in a consistent way is important. Judy Garner, Health Professions Subcommittee Chair, added that a rigid idea of what a template must or must not be, even in a consistent way, can be problematic because it can end up limiting the innovation and value that can be achieved with a more flexible approach. Mak said he would continue to review resources for appropriateness and consistency with UCOC's reaffirmed perspective in mind.

C. UCAR Updates (Chi Mak, UCOC Chair)

Mak reported on summertime UCAR updates for master's degree programs, noting that of our 500+ master's programs, roughly 200 representative programs will be reviewed. Of those for review, roughly 30 are online programs. Through summer 2022, roughly 50 programs had been reviewed. The UCAR process identified the following risk factors that may contribute to underperforming programs: online programs, programs with 50 units or more required, doubled fall enrollment for programs with greater than 100 students, more than 75% of students with below average graduate GPA for past two years, more than 75% of applicants admitted during the past two years, and less than 30% of admitted students enrolled during the past two years. Mak suggested that UCOC Subcommittees ought to consider these points at the input stage for new master's programs so expectations are clear, particularly for when UCAR review comes around. The department should be able to address questions about resources, capacity and expansion, admissions standards, and appropriate program structure of requirements and assessments.

III. INFORMATION ITEMS

~~A. Scheduled Special Topics Report~~

~~—Attachment: February 2022 May 2022 Special Topics~~

Note: this section and the attachment were inadvertently not updated for the October meeting. The scheduled Special Topics from Summer 2022 through October 2022 will be included for the next meeting, in addition to the next installment of scheduled Special Topics.

Members Present

Diane Badame
Matt Bemis
Steven Bucher
John DeMartini
Donna Garcia
Judy Garner
Brian Head
Chi Mak (Chair)
Danielle Mihram
Geoffrey Shiflett
Andrew Stott

Members Absent

Megan Chan
Robin Romans

Guests

Julie Dimauro